

GTA Board Meeting Minutes

July 23, 2012

County Square, 301 University Ridge, Greenville, SC
 Conference Room H (Bauer)

Board Members in Attendance:

Mr. Matt Carter, Treasurer
 Ms. Pat Dilger
 Mr. Trey Fouché, Asst. Chairman
 Mr. David Mitchell, Chairman
 Mr. Jason Tankersley
 Mr. Jan Williams
 Mr. Samuel Zimmerman

Staff in Attendance:

Greg Baney, Transit Planner/Grants Manager
 Lorrie Brown, Administrative Assistant
 Steve Chastain, Interim Transit Operations Mgr.
 Scott McIver, Garage Superintendent
 Mark Rickards, Transit Director

Others in Attendance

Ms. Karen Crawford, City Comptroller
 Fred Payne, County Council Liaison
 Gaye Sprague, City Council Liaison

The Meeting was called to Order by Chairman Mitchell.

New GTA Board Member, Mr. Samuel Zimmerman, welcomed to the Board and asked to introduce himself. He is a Greenville resident. He returned to Greenville in 2009 after spending 20 years in NY. He worked with not for profit grants during the 70s. He has worked for the Urban League. He was on the Greenville Community Development Advisory Board in its early stages. He also worked in community development while residing in NY. *Chairman Mitchell assigned Mr. Zimmerman to the Finance Committee.*

Approval of June 25, 2012 Board Meeting Minutes:

A motion to approve the June 25, 2012 Board Meeting Minutes was made by Mr. Matt Carter. Mr. Jason Tankersley seconded the motion. There were no opposers. The motion carries.

Committee Reports

The Finance Committee was unable to meet on their scheduled meeting date.

Karen Crawford reviewed the Financial & Operating Metrics for May 2012.

- Operating Revenues for May was 61.7% of the budget.
- Operating Expenses for May was 60.8% of the budget.
- Target budget is 67% for this point in the year.
- Operating Loss for May was \$82,829.
- Operating Gain for the year is \$32,323.
- Cash Balance at the end of May was \$197,882.
- Fund Balance at the end of May was negative <\$38,927>.
- Accounts Receivables balance for the end of May was \$373,403.24.
- Accounts Payable balance for end of May was \$610,212.

July 2012 GTA Board Invoices

Date	Company	Description	Invoice #	Amount
6/15/12	ARC	Artwork Materials for Transit Center	628845	\$246.00
5/16/12	City of Greenville	GTA Board Contract – May 2012	74407	\$288,852.52
6/20/12	FEDEX Office	Greenlink Marketing Plan Printing Fee	30940001209	\$270.87
6/30/12	LS3P Neal Prince	Design Services – Transit Center Phase III Bike Station	27461	\$4,257.45
7/15/12	Palmetto Bus Sales LLC	2012 Ford Allstar Bus	SC1230	\$57,725.00
6/20/12	Publix	Board Retreat Expense	055384-004	\$21.74
6/21/12	Publix	Board Retreat Expense	041616-001	\$84.75
7/10/12	TD Card Services	Lunch for Board Retreat – Panera Bread	603183	\$83.33
Total				\$351,541.66

JARC/New Freedom Invoices

Date	Company	Description	Invoice #	Amount
7/18/12	Bon Secours St. Francis	Operations Reimbursement – December 2011	Transit 12-11	\$2,372.61
6/18/12	City of Greenville	New Freedom Accessible Bus Use April and May 2012	74513	\$1,549.49

7/3/12	Miracle Hill Ministries	80% Reimbursement – 2012 Freightliner Sprinter Van	4282	\$42,104.00
Total				\$46,173.67
Grand Total				\$397,715.33

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- 1 The invoice relates to various items, applicable portion grant funded, GTA responsible for 20%.
- 2 The invoice relates to JARC/New Freedom grant.
- 3 The invoice relates to the Transit Center Renovation Phase III project, 80% grant funds, local match provided by City.
- 4 Board Expense – no federal funding applies.
- 5 The invoice relates to bus purchase; insurance proceeds for local match available.

Mr. Matt Carter made a motion to approve the payment of total invoices for \$397,715.33 (\$351,541.66 regular invoices and \$46,173.67 JARC/New Freedom invoices) pending the availability of funds. Mr. Jason Tankersley seconded the motion. The Board voted. There were no opposers. The motion carries.

- The fuel reimbursement GTA/Greenlink will receive will help balance out the 2012/2013 budget. We are currently paying for fuel with local revenue coming out of the Fixed Route budget. We would replace the local revenue we spent on fuel with federal dollars; therefore, it would be undesignated money and we can choose how to use the money. It can be laid aside in our fund balance or use it for capital purchases. CAD/AVL has been phased out. We paid for phase I, and we are looking to do phase II in FY 2013.
- Mr. Baney stated that staff removed the Request for Board Action to purchase financial management software from the Finance Committee Agenda. Mr. Carter stated that since this relates to an FMO Finding, he would like to address the financial management software at this meeting rather than at a special call Board Meeting as suggested. Mr. Baney stated that the Board had approved the RFP, and we were in the contract stage with the vendor. However, a product is available which is a lot less expensive. City accounting staff asked for a chance to review it to insure it met our needs. Mr. Baney stated that the request was to purchase an alternative product (AccuFund software). We have until October 12 to purchase new software and have it up and running. We were working on a \$250,000 budget for new software; however, the alternative product will only cost \$25 - \$30,000. Ms. Crawford stated that she wanted to insure that the software had all of the encumbrance accounts per the FMO finding. She and her staff will go through the demo. The annual fee for the other software was \$42,000 per year; there is no annual fee with the new proposed software. However, there would be a one-time data transfer fee with the new software of \$3,000 - \$4,000.

Mr. Matt Carter made a motion to approve a budget up to \$30,000 to purchase AccuFund financial software and to cover the data transfer fee of \$3,000 to \$4,000. This is pending staff approval and approval by the Comptroller. Mr. Jason Tankersley seconded the motion. The Board voted. There were no opposers. The motion carries.

Development Committee Report from July 16 Meeting (Given by Mr. Trey Fouché):

- The Committee chose not to recommend the GTA Board changing to positive majority voting.
- Mr. Fouché attended the Connections for Sustainability Transportation Steering Committee meeting which covered the BRT study. The study recommended the BRT going from CUICAR to the train station with approximately ten stops. A stop would be on McBee Avenue and on Washington St. It would go down Washington until it meets the corridor to CUICAR. In order to qualify for the Small Starts Grants we would need to increase ridership from 280 to 3,000 per day. The projection for a BRT route is 880 riders per day. There may be other grant opportunities without this stipulation.

Mr. Carter suggested exploring possibility of putting the rail line and properties adjacent to the rail line in a TIF District (Tax Increment Financial District). He stated that property in a TIF District becomes more desirable. Property value goes up and more tax is collected which can be dedicated to a BRT right of way. He wants the Board to vet this idea. Mr. Baney stated that Keith Brockington discussed this topic with Councilor Payne approximately three months ago. They determined that having this area declared a TIF district would be good for sustaining operations of a BRT. The challenge Mr. Brockington and Councilor Payne realized was that with TIF districts revenue is available after the fact. Developers may come in on the front end. We have the chicken and egg scenario where we cannot attract them without the BRT, but you cannot get the BRT until they are already there. Councilor Sprague stated that there are challenges in TIF legislation in that the County and the school district have to agree. Mr. Fouché stated that Keith Brockington regularly attends Development Committee meetings, and he recommended putting this item on the agenda for the next Development Committee meeting. Councilor Sprague stated that Councilor Kirven (County Council Chair) spoke during the Connections for Sustainability Transportation Steering Committee of the intricacies with the right of way and she felt we needed a clear understanding. Mr. Carter stated that we have a letter on file from the GCEDC approved by their attorney and the group as to how we can use the line. They have agreed to let us use it twice. One item documented was that the tracks have to

be usable and not covered, and the adjacent property owners have to agree. Mr. Fouché stated that Councilor Kirven was positive about the project as a whole, and Councilor Kirven did not want us to be short sighted. Ms. Dilger stated that before we move away from Small Starts we should take the time to pinpoint other groups feeding into this line.

- Mr. Fouché stated that there have been numerous articles about Greenlink and BRT lately. Most of which has been positive. We need to make sure we market the Mauldin-Simpsonville Route scheduled to start in October properly; this route is not an express route or a BRT. It has a one-hour cycle and two-hour headway. Mr. Fouché will attend the public meetings for Mauldin and other council meetings that are relevant. Mr. Baney stated that we have the political backing for both Mauldin and Simpsonville. This route is a legitimate Greenlink route. Mr. Carter encourages Mauldin and Simpsonville taking ownership and giving their input. Mr. Baney stated that the option we are going with is in response to what was they have articulated to us. We have held more than 12 public comments meetings between the two municipalities where people told us where to begin the route and their desired destinations. We developed the route from those comments. Staff will give a presentation in Simpsonville tomorrow to present the finalized route for the first year of service and receive their feedback and approval. Mr. Carter asked staff to touch basis with John Gardner. Timing stop placement and transfer sites are some areas we will address. Mr. Rickards stated that we are working together and we need to build up the ridership. We will work out details later. Ms. Dilger stated that to address branding issues, there should be special branding for routes with other municipalities. The branding makes it theirs so the public understands the difference between the routes. Mr. Baney stated that the challenge GTA has had historically in expanding to Mauldin and Simpsonville is local match funding. The level of service we proposed to Mauldin and Simpsonville allows us to provide service to them without requesting any funding from them. Neither municipality wanted to commit funds.
- Cost Efficiency Report – We are around the national average.
- We rented the four bike lockers, and there is a waiting list. Within two hours of announcing locker availability, we rented all four lockers. The rental is for six months at a cost of \$50 for six months. The price was determined in conjunction with city staff, and we did a comparison with other cities to see what they have been charging. The lockers have been a valuable marketing tool. Within a week of installation, WYFF did a story on the bike lockers and our interest in being multi modal. The return is in getting the Greenlink brand out to people who do not ride the buses. Two lockers are located in the Spring Street garage. At the end of the six months if leasees do not renew a month in advance, their current locker lease will expire and we take possession of the locker(s). Mr. Carter stated that if we have a waiting list then we should charge more. If we charge more, we can install more lockers. Mr. Fouché stated that he does not have a problem with revisiting rates in three to four months. Mr. Baney stated that we are required to spend one percent of our annual apportionment every year for transit enhancement. The federal government funds the bike lockers at 95%, and the five percent local match comes from the City Parks and Recreation Department general fund.
- Ridership is slightly down; staff feels that this may be a result of better reporting.

Director's Report (Given by Mark Rickards):

- The Director's report is in the package. This is in a new report format.
- Transit Operations Manager– Three finalists have been selected.
- Clemson UZ – A meeting with Clemson took place on July 11. We have identified new funding sources through Map 21 which gives us a two-year funding cycle. Staff has identified new areas of funding in the Acts, and we are eligible for additional funding due to the growth of SC and the growth of Greenville. The Acts are more streamlined. Our regular 5307 money will now include some of our JARC funding. Consolidation of Acts occurred; several acts are now in one funding source. There is more reporting we have to do under the new Map 21 (two-year continuation of our previous funding). We are looking at around \$2 million yearly in capital. The big news is that since Greenville's population is over 200,000 and we have fewer than 75 peak buses they will allow us use up to 75% of the annual allocation for operating. In the past, we could not use the funds for operating expenses. We can add this to the growing state formula (formerly in 5309 and now in 5339). We will come out ahead of where we have been in the last couple of years. This also solves Clemson's problem. They will still have a budget, and they have to apply for grants. Under Map21, they can use operating funding as they have in the past by using our 5307 funds. This goes through 2013 and 2014. We will have 20% more each year on existing funds. We hope to be able to fund some of the projects we are looking at in the next couple of years. We need to extend hours, increase frequency of buses, build, operate trolleys and operate on Sunday. We have to choose amongst these in an incremental fashion over the next 6 months to a year.
- We have cleaned up most of the vandalized shelters with the exception of the Old Augusta Rd. shelter.
- Triennial Review (summary enclosed) – Mr. Rickards went over Section 5 (Summary of Findings and Corrective Actions). We have the review every three years. Janice Abaray with the FTA Region IV office in Atlanta headed the review. The consultant looked at 24 areas of management in terms of federal compliance. Sixteen (16) areas

were clear; average findings are between four and eight. Maintenance and Procurement were clean. We had eight (8) findings. Mr. Rickards felt our grade was B-.

Deficiencies/Corrective Actions:

- 1) Financial (item #2) – New Financial Software to do encumbrances must be purchased by October 12.
- 2) Technical (item #3) – Grants Management has to report area regarding bike lids. We will add a paragraph to the TEAM Grant application to resolve this without issue.
- 3) Satisfactory Controls (item #4) – This is regarding the Spare Ratio – The FTA wants a better plan of utilization of older Chance buses before they reach their useful life. A report will be prepared stating we are rotating spares in and out. We have 11 spares. We have to extend the useful life on the capital side.
- 4) Disadvantaged Business Enterprise (Item # 7) – We need to post public comment for our annual goal in a timelier manner.
- 5) Buy America (#8) – The Legal Department signed the agreement but did not sign the certification.
- 6) Title 6 (Item #12) – We have to submit our methodology for analyzing impacts of future fare and major service changes to the Civil Rights Officer. This includes improvements.
- 7) ADA (Item #15) – We have to develop a log for trip denials. There was no finding in the mass transit database.
- 9) Safety and Security (Item #19) – Greenlink has a policy, but they felt it was not adequate.
- 8) Drug Free Workplace (Item #20) – We will have to post a notice stating that that we are a drug free work at the three Greenlink locations (Administration, Vehicle Maintenance and Operations). Mr. Baney stated we have a policy. He drafted a document for the GTA Board Chairman to sign.

Other items and/or Comments:

- Mr. Carter stated that we always have groups calling about using GTA buses. We could get sponsors, post the route and open it to the public, since we now have ten extra buses.
- Councilor Payne stated that he is impressed with the hiring of Mark Rickards as the new Transit Director. He stated he was pleased to have Sam Zimmerman as the County representative on the GTA Board. He felt we should count the recent articles as positive. Transit received a positive bump from many people. He referenced The City of Greenville study relative to BRT and The City of Mauldin study relative to their City Center. These studies have with nothing to do with Greenlink. However, there was some interconnectivity between both studies. He was impressed that a member of Mauldin City Council was thinking about having a Transit station in the Mauldin City Center. He does think there is a branding issue in that people do not understand neighborhood routes and connecting twelve different neighborhoods with the City Center. GTA is adding Mauldin/Simpsonville; which is an extension beyond the current routes. Trolleys are associated with Greenlink even though Greenlink does not operate them. BRT would be a regional route, and is an important link in what would be an East West and North South connection. He feels that at some point we need to do a BRT. He sees trolleys, neighborhood routes and BRT as key levels. He is impressed to see an engaged board.
- Chairman Mitchell asked that we consider having some of the GTA board meetings at City Hall. He asked that we continue to track the vandalism and make neighborhood association presidents are aware of vandalism.
- Ms. Dilger continues to work on "Footloose".
- Chairman Mitchell asked for Bus Shelter updates at Board meetings. Mr. Rickards stated that he would get with Warren Rowe regarding shelter installations and maintenance of current shelters.
- Mr. Carter asked for a report at future meetings of advertising opportunities at GTA/Greenlink bus shelters.

Mr. Trey Fouché made a motion to adjourn. Mr. Matt Carter seconded the motion. There were no opposers. The motion carries.

Prepared by: Lorrie Brown
Lorrie Brown, Greenlink Administrative Assistant

Date: 8-27-12

Approved by: David L. Mitchell
Mr. David Mitchell, GTA Board Chairman

Date: 8-30-2012